

TAX/ACCOUNTING INTERN

DISTINGUISHING FEATURES

The fundamental reason the Tax/Accounting Intern exists is to be responsible for administrative duties and a limited amount of entry-level privilege and use tax auditing in the Tax Audit Department. This classification is not supervisory. Work is performed under general supervision by the Tax Audit Manager.

ESSENTIAL FUNCTIONS

Responsible as first contact for questions from Tax & License and taxpayer walk-ins.

Administers automobile use tax collection program.

Responsible for miscellaneous administrative tasks (i.e. updating brochures, research of daily research exceptions, imaging contracting documents, research of newly licensed taxpayers, etc.)

Performs pre-audit research to determine necessary audits. Conducts entry level privilege and use tax audits of small sized businesses. Meets with taxpayers to identify the method of reporting privilege taxes and purchases subject to use tax, then reviews accounting records.

Computes the gross receipts of a business firm for the period under audit; evaluates the deductions and prepares a summary of deductions. Prepares a schedule of privilege tax over/under collected and a summary of purchases subject to use tax; develops a worksheet computing the tax, penalty and interest due, by month, for the audit period.

Discusses the audit findings with the Tax Audit Manager; prepares and mails formal assessment letters to taxpayers.

Assists other Auditors in audits when requested to do so.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Personal computers, specifically Microsoft Office applications (Excel, Word, Access), and mainframe computers as they relate to the Tax Audit environment.
Intermediate accounting principles.

Ability to:

Interpret applicable City ordinances and State statutes.

Prepare reports of statistical nature.

Document audit findings in a clear and concise manner using proper sentence construction, punctuation and grammar.

Demonstrate the willingness to assume ownership in completion of assigned tasks.

Operate a variety of standard office equipment including a personal computer, copy and facsimile machines, telephone, and calculator that require continuous and repetitive arm or hand and eye movement.

Be a team player working effectively with City staff and citizens.

Establish and maintain effective working relationships with City officials, City staff and the general public.

Listen and communicate effectively with a diverse group of people.

Maintain regular consistent attendance and punctuality.
Demonstrate excellent written and oral communication skills.

Education & Experience

Any combination of education and experience equivalent to a Bachelor's degree in Accounting, Business Administration or a related field.

Must have a current, valid Arizona driver's license and no major driving citations in the last 39 months.

FLSA Status: Non-exempt

HR Ordinance Status: Classified